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# CONSTITUTION

OF THE

## Department of Agriculture Immediate Relief Association

Organized January 23, 1906

Membership (March 12, 1919), 950

Washington, D. C.  
Press of Judd & Detweiler, Inc.  
1919



No. -

## CERTIFICATE OF MEMBERSHIP

This Certifies That

having complied with the conditions and requirements of its Constitution, has  
this day become a member of the Department of Agriculture Immediate Relief  
Association.

Dated -

Secretary

Vice-President

OFFICERS  
OF THE  
Department of Agriculture Immediate Relief  
Association

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HONORARY PRESIDENT

DAVID F. HOUSTON.

VICE-PRESIDENT

C. C. CLARK.

SECRETARY

JAS. E. JONES.

TREASURER

A. ZAPPONE.

COUNSEL

WILLIAM M. WILLIAMS.

BOARD OF DIRECTORS

C. C. CLARK, *Chairman.*

JOS. A. ARNOLD.

A. G. RICE.

JOHN P. CHURCH.

C. C. CARROLL.

CONSTITUTION  
OF THE  
Department of Agriculture Immediate  
Relief Association

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ARTICLE I.

NAME AND OBJECT.

SECTION 1. This organization shall be known as the Department of Agriculture Immediate Relief Association.

SEC. 2. The sole object of this Association shall be to extend *immediate* relief to the family or friends of a deceased member.

SEC. 3. All benefits of this Association shall be made to such person as the member shall, in writing, direct.

ARTICLE II.

OFFICERS AND THEIR DUTIES.

SECTION 1. The officers of this Association shall be an Honorary President, a Vice-President, a Secretary, a Treasurer, Counsel, and a Board of Directors of five members. The Secretary of Agri-

culture shall be the Honorary President of the Association.

SEC. 2. The Vice-President shall preside at all meetings of the Association; call meetings when requested, as hereinafter provided; draw all orders on the Treasurer, and perform such other duties as may properly pertain to his office.

SEC. 3. In the absence or inability or in case of a vacancy in the office of Vice-President, one of the Directors, to be designated by the Board of Directors, shall perform the duties of that officer and preside for that meeting only.

SEC. 4. The Secretary shall keep a record of all meetings of the Association, attest all orders on the Treasurer, send out notices of assessments, and perform such other duties as may properly pertain to his office. At the expiration of his term of office, he shall turn over to his successor in office, or to such person as may be designated by the Board of Directors to receive them, all books, papers, and other property of the Association in his possession.

SEC. 5. The Counsel shall afford such advice and assistance of a legal nature as may be required or requested by the officers of the Association.

SEC. 6. The Treasurer shall receive and receipt for all money due the Association, and keep the same deposited in the safe of the Disbursing Clerk of the Department of Agriculture, and pay the same out only on the order of the Vice-President,

attested by the Secretary, except as hereinafter provided. He shall keep an account with each member, and his books shall always be accessible to any member of the Association. On being notified of the death of a member, he shall *immediately* pay, to the person who has been designated by the deceased member to receive it, such money as may be due to the beneficiary. Payment shall be made according to the following rule: If an order by the Vice-President and attested by the Secretary can at once be procured, he shall pay on such order; but if there be delay in issuing the order, he shall make payment at once, the order to be issued afterwards. He shall take receipt in full from the beneficiary at the time of payment. At least one member of the Association, beside the Treasurer or his representative, shall be present and witness the payment. Before payment is made, however, at least one member of the Association shall have seen and identified the remains of the deceased member, or the Treasurer shall hold a written statement, signed by at least two credible persons, stating that they have seen and identified the remains; or such other evidence as may be satisfactory to the Board of Directors. He shall perform such other duties as may properly pertain to his office. At the expiration of his term of office, he shall turn over all books, papers, money, or other property of the Association in his possession to his successor in office, or to such person as may be designated by the Board of Directors.

to receive them. He shall give a good and sufficient bond, in such Bond Assurance Company as the Board of Directors may designate, in the sum of one thousand dollars (\$1,000.00), for the faithful performance of his duties. His bond shall be made to the president, and be approved by the Board of Directors, and be held by the Secretary, and the expense thereof shall be defrayed by the Association.

SEC. 7. The Board of Directors shall have general charge of the business of the Association under this Constitution. They shall audit the books of the Treasurer annually, or oftener if they deem it proper to do so, and shall direct the calling of all assessments, as hereinafter provided. All questions of dispute between officers and members relating to the business of the Association shall be referred to them, and from their decision there shall be no appeal, except to a meeting of the Association. In case any office becomes vacant by death or otherwise, they shall, except as hereinafter provided, designate a member of the Association to perform the duties of that office until a meeting of the Association is called to elect a person to fill the office.

SEC. 8. The terms of officers shall be until their successors are elected and qualified.

SEC. 9. Any officer may be removed from office by a majority vote of the members present at any meeting of the Association, a notice for that purpose having been made at a previous meeting.

SEC. 10. In elections, when there is only one candidate for an office, the Vice-President may declare the nominee elected by consent. When there are two or more candidates, a ballot shall be had, and the candidate receiving a majority of all the votes cast shall be declared elected.

## ARTICLE III.

### MEETINGS.

SECTION 1. Meetings shall be called by the Vice-President of the Association upon the written request of a majority of all the members of the Board of Directors or the written request of ten members.

SEC. 2. Notice of each meeting shall be sent to every member.

SEC. 3. At all meetings ten members shall constitute a quorum for business.

## ARTICLE IV.

### MEMBERSHIP.

SECTION 1. All persons not over 50 years of age regularly employed in the Department of Agriculture, and stationed in Washington or its immediate vicinity at the time of application for membership, and who can comply with the requirements of the succeeding paragraph, shall be eligible to membership in this Association.

With each application for membership in this Association there shall be submitted a certificate

signed by at least two of its members who are personally acquainted with the applicant, to the effect that the candidate for admission is apparently in the enjoyment of good health, and, to the best of their knowledge and belief, has not been incapacitated for the performance of official duty at any time during the period of sixty days immediately preceding the date of application. Temporary absence from duty shall not be considered when covered by a physician's certificate stating such absence was in consequence of causes not prejudicial to good health. The application and accompanying certificate shall then be presented to the Board of Directors, for their approval or disapproval, and by whom the papers are to be transmitted to the Secretary of the Association. In the event of the disapproval of the application for membership by the Board of Directors, the applicant shall have the right of appeal to the first meeting of the Association, whose action in the premises is final.

An original membership in this Association includes all persons in attendance at the meeting at which this Constitution is approved, who sign this Constitution, and pay the fee as provided by section 1 of Article V.

SEC. 2. Any person who is eligible for membership may become a member by making application in writing in the following form and paying the required fee:

WASHINGTON, D. C., ——, 19—.

*I hereby make application for membership in the  
DEPARTMENT OF AGRICULTURE IMMEDIATE RELIEF  
ASSOCIATION.*

*I am a —— in the Department of Agriculture,  
Office of the ——. I am at this date between ——  
and —— years of age, having been born —— ——,  
18—. I am now in good health and able to attend  
to my official duties.*

*I do declare upon my honor that the above state-  
ments, each and every one of them, are true, and  
I do hereby consent and agree that any untrue  
statement, or concealment of facts, or voluntary  
withdrawal from the Association, or failure to pay  
the assessments for which I may become liable,  
shall forfeit all rights and privileges for myself  
and beneficiaries therein.*

*I further agree to conform in all respects to the  
Constitution, laws, rules, and usages of the Associa-  
tion now in force or which may be adopted here-  
after.*

*Finally, I direct that in case of my death the  
benefit to which I am entitled from the Associa-  
tion be paid to —— ——, residing at ——, and  
related to me as ——, or on his or her written  
order, or, in the event of the decease of the first-  
named beneficiary, I direct that this money be paid  
to —— ——, residing at ——, as alternate, or on  
his or her written order.*

— — —  
(Applicant's name in full.)

*We, the undersigned, do hereby certify that the above-named applicant is well known to us, and that — statements are true to the best of our knowledge and belief. We recommend — — — for membership.*

\_\_\_\_\_.  
\_\_\_\_\_.  
\_\_\_\_\_.

**SEC. 3.** Any member desiring to change his or her beneficiary shall immediately notify the Secretary in writing. Upon receipt of such notice, the Secretary shall immediately notify the Treasurer of the change.

## ARTICLE V.

### FINANCES.

**SECTION 1.** Every person who becomes a member of the Association shall at once pay to the Treasurer two assessments of fifty (50) cents each, the amount so paid to be deposited as hereinbefore provided. Upon the death of a member in good standing, a sum equaling the aggregate of fifty cents for each and every paid-up member on the roll at that time, less the amount provided by section 2, but not exceeding, however, the sum of two hundred and fifty dollars (\$250.00), shall be paid to the designated beneficiary of the deceased, the remaining sum to be retained to provide for the contingency of a second death in the membership in the interim pending the collection of a third assessment.

Upon the death of a member in good standing, the Board of Directors shall, unless there be a

surplus of five hundred dollars (\$500.00) or more in the treasury, at once levy an assessment of fifty (50) cents upon each member of the Association, and the Secretary shall issue the assessment notices, as hereinbefore provided, and the Treasurer shall collect the said assessment.

If there shall be in the treasury the sum of five hundred dollars (\$500.00) or over, no assessment shall be called, and the beneficiary of the decedent shall be paid as hereinbefore provided.

SEC. 2. The sum of fifteen dollars (\$15.00), or so much thereof as may be necessary, shall be retained from the moneys received on each assessment, the same to be used by the Board of Directors in defraying necessary expenses.

SEC. 3. All assessments shall be due within fifteen days from the date of notice of assessment, except in the case of members who may be absent from Washington at the time of such assessment, who shall be allowed a reasonable time for payment of such assessment; and any member who shall fail to pay the same within the time shall be suspended from membership and forfeit all benefits of the Association, and shall not be reinstated or again entitled to such benefits until he shall have paid a fee of one dollar (\$1.00), and then only by a majority vote of the Board of Directors.

SEC. 4. It is already understood and agreed that the service of the officers of this Association shall be gratuitous.

## ARTICLE VI.

## AMENDMENTS.

SECTION 1. This Constitution may be altered or amended by a two-thirds vote at any meeting of the Association, provided every member has been notified of the proposed alteration or amendment before the meeting.

## ARTICLE VII.

## RULES OF ORDER.

SECTION 1. At all meetings of this Association rules of order as found in Cushing's Manual shall be observed in the transaction of business.







